GRADE CHANGE WORKFLOW APPROVAL PROCESS
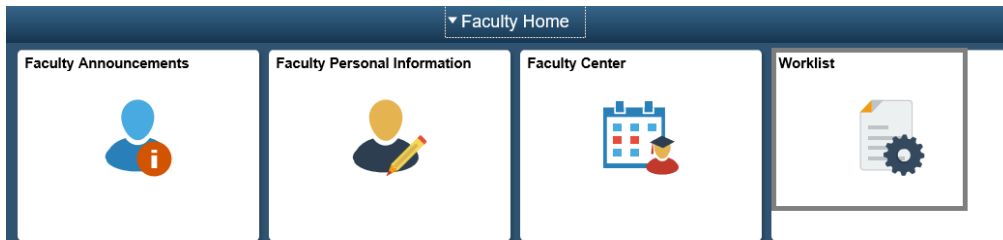
GRADE CHANGE APPROVAL PROCESS

- An email will be sent indicating that a grade change request is ready for your review.

- Click on the link in the email which will take you directly to the Worklist.

> Please use the following URL Worklist link to access the Grade Change Approval:
>
> https://dev.my.uh.edu:8301/psp/sa9dev/EMPLOYEE/HRMS/w/WORKLIST?ICAction ViewWorklist&Menu=Worklist&Market=GBL&PanelGroupName=WORKLIST

OR

- Log into your myUH self-service using AccessUH portal.

- Click on the [myUH Self Service] self-service icon.

- Click on the Worklist icon in the top right hand corner of the page.

- Click on the link as indicated below.

Worked By Activity	Priority	Link
UH GRADE CHANGE		1003485, UGRD, , 1810, MATH, 1310, 0164871, , , 031082, 1851 08, 2013-07-30, 0164871, 00859 , 0084766, , , , A, B+, , 2013-07-30-15.07.05.000000, , , N. Test, , , Y, , ,

- The Grade Change Approval page appears.

- Review the request and indicate approval or denial as indicated.

- Enter comments.

- Click Submit—which sends an email to the next level of approval—if applicable.

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- If you are the final level of approval and Enrollment Request ID and a status of SUCCESS will appear.

- An email will be sent to the instructor requesting the grade change and the student indicating that the grade change has been approved (or denied).

> **Enrollment Request ID 0006443780**
>
> ****** Success ******

- If the status is Error, contact the Office of the University Registrar who can provide assistance at 713.743.1010, option 7.

> **Enrollment Request ID 0006443789**
>
> **Request contains Errors**

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Need further assistance?

Contact the Office of the
University Registrar

uhsrsec@uh.edu